 **Boots on the Ground**

“Be an asset in the lives of others. Put people before things and live from your heart.”

― [Bryant McGill](http://www.goodreads.com/author/show/5824390.Bryant_McGill)

**STEP ONE**

Become an *OCPS ADDitions Volunteer*. The OCPS Additions Volunteer website is located at https://www.ocps.net/es/cr/resources/pages/additions.aspx.

In order to volunteer at any Orange County Public School, you must first register and become an approved OCPS Additions Volunteer. This can take up to two weeks so please get this process started now.

**Check back on the website in about a week- you will not receive an “Approved” email. Once you are approved, attach yourself to Riverdale under “UCF volunteer”.**

**STEP TWO**

Complete the following Google Form. **PLEASE MAKE SURE YOUR EMAIL IS SPELLED CORRECTLY.** [**https://goo.gl/QycVNj**](https://goo.gl/QycVNj)

**STEP THREE**

We are using the online volunteer scheduling system: www.SuperSaaS.com. Go to the website of the grade level in which you would like to volunteer (websites on the back of this page).   
Click **SIGN IN** and **NEW USER ACCOUNT**.

Please take a few minutes to read the following important updates regarding scheduling:

* **Before booking any appointments using the Super SaaS online scheduling system, make sure you have been approved as an *OCPS ADDitions Volunteer*. If you schedule to volunteer prior to becoming a volunteer, it will be deleted.**
* Appointments must be made at least 24 hours in advance. This allows enough time for teachers to prepare for your visit.
* Cancellations must be submitted at least 3 hours in advance. If you need to cancel your scheduled appointment, please do so using the online system **and** by emailing Margaret Ragley at **margaret.ragley@ocps.net**
* Be aware that appointments may be changed or added to schedules at any time.
* Contact **margaret.ragley@ocps.net** if you have trouble logging in to the system.
* Use the links on the back of this page to access the desired grade level and interest groups to schedule appointments.
* Remember, teachers take time in advance to prepare for your visit. Please keep this in mind as you consider your own schedule before making any commitments to Riverdale.
* **We have different tutoring opportunities on Tuesday and Thursday afternoons from 3-4pm. This is a time for students to get extra support on skills they are struggling with in Reading and Math. Volunteers are needed during this time to assist students.**

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| **Grade Level or Interest Group** | **Schedule Link** |
| **Kindergarten** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/Kindergarten**](http://www.supersaas.com/schedule/Riverdale_Elementary/Kindergarten) |
| **First Grade** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/First\_Grade**](http://www.supersaas.com/schedule/Riverdale_Elementary/First_Grade) |
| **Second Grade** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/Second\_Grade**](http://www.supersaas.com/schedule/Riverdale_Elementary/Second_Grade) |
| **Third Grade** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/Third\_Grade**](http://www.supersaas.com/schedule/Riverdale_Elementary/Third_Grade) |
| **Fourth Grade** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/Fourth\_Grade**](http://www.supersaas.com/schedule/Riverdale_Elementary/Fourth_Grade) |
| **Fifth Grade** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/Fifth\_Grade**](http://www.supersaas.com/schedule/Riverdale_Elementary/Fifth_Grade) |
| **Special Areas**  **(PE, Music & Art)** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/Special\_Areas\_(PE,\_Music\_&\_Art)**](http://www.supersaas.com/schedule/Riverdale_Elementary/Special_Areas_(PE,_Music_&_Art)) |
| **ESE (Exceptional Student Education)** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/ESE\_(Exceptional\_Student\_Ed)**](http://www.supersaas.com/schedule/Riverdale_Elementary/ESE_(Exceptional_Student_Ed)) |
| **After School/PTA events** | [**http://www.supersaas.com/schedule/Riverdale\_Elementary/PTA\_Events**](http://www.supersaas.com/schedule/Riverdale_Elementary/PTA_Events) |

**Riverdale Elementary Contact Information**

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| **Riverdale Elementary**  **School** | **Bill Charlton,**  **Principal** | **Margaret Ragley,   Reading Instructional Coach** |
| 11301 Lokanotosa Trail  Orlando, FL 32817  407-737-1400 | william.charlton@ocps.net | margaret.ragley@ocps.net  407-737-1400 extension 3832279 |

